



Special Notice

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Upcoming Reporting and Return Form Changes to Accompany New Electronic Filing Option for Cigarette Manufacturers, Importers, and Distributors

The State Board of Equalization (BOE) is pleased to announce new return filing options for cigarette manufacturers, importers, and distributors. In order to improve the efficiency of the BOE programs and reduce your return filing workload, you will soon have the option to electronically file (efile) your returns and accompanying schedules. Participation in efilings is voluntary but due to its many benefits, it is highly recommended. The BOE expects to have its new efilings option available in October 2012. The first return eligible to be efiled is the October 2012 return, which must be submitted on or before November 26, 2012, since the standard due date, November 25, falls on a Sunday.

Taxpayers who utilize this new efilings system will submit their data electronically through a secured internet connection. All subsidiary schedule information will be efiled as well, utilizing new "receipt" and "disbursement" schedules. Setting up your electronic filing templates may require some additional time initially; however, BOE staff is committed to assisting you through each step and answering any questions you may have.

Whether you choose to use our new efile system or continue to submit paper returns and schedules, the tax returns and schedules are changing. Beginning with the October 2012 reporting period, the tax return forms and schedules will be updated to accommodate both paper filing and the electronic transmission of data. Samples of the new tax return forms, schedules, and instructions are included with this notice for your reference. This preview of the revised forms will give you an opportunity to familiarize yourself or your staff with the changes and may also assist you with your decision to efile. Distributors using stamping machinery may have the ability to retrieve download reports from the cigarette stamping machine database directly into the efilings template. We can explain how this works and more!

We are confident you will find our new efilings option easy, fast, inexpensive, secure, and user-friendly.

If you have any questions or would like more information about how to transition from paper to efilings, please contact Karina Herrera at: Karina.Herrera@boe.ca.gov, or call her at 916-324-2923.



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Special Taxes and Fees